



Helitack Operations Coordinator
Southeast Region
Recruitment # 2007-01-5371

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	NR Camp Manager 1
Type of Position:	This is a permanent position. (This position is represented by the WFSE. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.)
Monthly Salary Range:	\$3052 – \$3908
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	January 2, 2007
Closing Date:	January 26, 2007
Location:	Ellensburg

POSITION PROFILE

Under the direction of the Assistant Region Manager, Resource Protection and Services , this position plans, coordinates and implements staffing, training, supervision and operational activities of the Helitack seasonal staff of 28 and a fleet of 9 helicopters performing agency-wide wildland fire air operation pre-suppression and suppression activities. Other duties include but are not limited to:

- Participates in statewide fire suppression activities for initial attack, extended attack, mop-up, patrol and rehabilitation.
- Provides supervision and pre-suppression and suppression assignments for the Helitack Unit (3 seasonal career Forest Crew Supervisors, 16 Natural Resource Workers and 9 Fire Fighters)
- Plans, coordinates and ensures all helitack crew members have up to date aviation trainings and certifications\
- Ensures tools and equipment used by unit are repaired and/or maintained
- Participates in the recruitment, screening, interviewing of Helitack positions
- Creates and maintains staffing schedules for helicopters and staging area assignments
- Ensures compliance of work projects such as: helicopter and equipment maintenance, fuel truck maintenance and readiness, compound projects and forest projects
- Ensures proper training documentation, aviation documentation and employee paper work is completed and submitted per appropriate deadline

REQUIRED POSITION QUALIFICATIONS

These positions require the incumbent/candidate to have the following key knowledge and skills in order to perform the job functions described above:

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- Fire behavior, fire weather, fire hazard, fire risk analyses and wildland firefighting techniques
- DNR Helicopter Operation Plan (May 19, 2005) and Interagency Helicopter Operation Guide (IHOG). Tactical and administrative aircraft capabilities and limitations including pilot and aircraft certification programs, aircraft contracting, and air operations safety.
- Management and supervisory skills
- Incident Command System
- Basic computer skills – word processing and spreadsheets

This level of knowledge and skill is typically achieved with:

- Five or more seasons of full time wildland firefighting/initial attack experience, of which two seasons were in a helitack-related supervisory position.

DESIRED POSITION QUALIFICATIONS

- ICS rated at Helibase Manager 1 level
- ICS rated at Task Force Leader level
- Five seasons of Helitack related experience or which two or more was at a supervisory level
- CDL – Class B with hazmat, tank and airbrakes endorsements.
- Supervisory/Management Training and experience

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must possess a valid driver's license and two years of driving experience
- Must possess Incident Commander Type 4 rating
- Within 6 months must possess Helicopter Boss rating, and within 12 months must possess Helibase Manager 2 rating
- Must pass work capacity test at the arduous level
- Ability to work on uneven terrain in all weather conditions
- The incumbent in this position is required to travel
- Must be at least 18 years of age at the time of hire

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- A 5 year driving abstract obtained through state Dept of Licensing
- A photocopy of your driver's license

The first screening will be based on information contained in your letter of interest and your state application. Submit all materials by the closing date to:

E-mail (preferred method)

Sally.bollinger@dnr.wa.gov

(Please indicate **Helitack Operations Coordinator or Recruitment # 2007-01-5371** in the subject line of your e-mail)

US Mail

DNR
713 Bowers Road
Ellensburg, WA 98926

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Rex Reed at 509.925.0968 or by email at Rex.Reed@dnr.wa.gov

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